

**CHARTER TOWNSHIP OF VAN BUREN
SPECIAL BOARD MEETING MINUTES
DECEMBER 14, 2010**

Supervisor White called the meeting to order at 7:30 p.m. in the Board Room. Present: Supervisor White, Clerk Wright, Treasurer Budd, Trustee Hart, Trustee Jahr, Trustee Ostrowski and Trustee Partridge. Absent and excused: None. Others in attendance: Planning and Economic Development Director Swallow, DPW Director Knepper, IT Director Rankin, Public Safety Director McClanahan, Chief Loyer, Parks and Recreation Deputy Director Wright, Executive Assistant Ireland, Secretary Cline and an audience of thirty-three (33).

APPROVAL OF AGENDA: Partridge moved, Wright seconded to approve the agenda as revised. Remove New Business Item #15 "Consider revised language to the Salaried Employees Benefits Manual."; remove New Business Item #17 "Consider approval of Animal Sheltering Agreement." and add New Business Item #18 "Consider Intergovernmental Agreement between the Charter Township of Van Buren and the City of Belleville for Emergency Dispatch and Lock Up Services and authorize the Supervisor and Clerk to execute the Agreement.". Carried.

PUBLIC HEARING: Hart moved, Partridge seconded to open the public hearing to consider the 2010 Amended General Fund Budget and the 2011 Proposed General Fund Budget. Carried.

Supervisor White opened the public hearing at 7:35 p.m. Supervisor White stated 2010 General Fund Amended Budget is \$13,784,874 a reduction from the 2010 Proposed Budget of \$14,213,627. The 2011 Proposed General Fund Budget is \$13,146,670. The projected township property tax revenue for the 2011 Proposed Budget is \$840,366 and for the 2010 Amended Budget is \$944,000. The projected public safety revenue for the 2011 Proposed Budget is \$3,675,554 and for the 2010 Amended Budget is \$4,138,000. The 2010 Amended Fund Balance is estimated at \$2,321,014 and the 2011 Proposed Fund Balance is \$1,642,916. The total General Fund Revenue for the 2010 Amended Budget is \$10,135,273 and for the 2011 Proposed is \$9,317,197. Transfers from the Unreserved Fund Balance, Landfill Fund and E-911 Fund for the 2010 Amended is \$3,649,601 and for 2011 Proposed is \$3,829,473. Total Revenue and Transfers for the 2010 Amended is \$13,784,874 and for 2011 Proposed is \$13,146,670. Supervisor White reviewed 2010 Amended and 2011 Proposed General Fund Budget expenditures by department line items.

The Board and audience had the following questions and comments: Trustee Jahr acknowledged Director Swallow is leaving the township and thanked Director Swallow for his valuable contribution to the township. Trustee Hart stated during lengthy Work Study there were many questions regarding the budget. Mr. Delaney inquired about the use of the new pick-up trucks for the Fire Department. Supervisor White stated these trucks will be used mainly for medical runs within the township to allow for a reduction of use of the large fire engines. Mr. Delaney inquired if the township receives reimbursement for Hazmat response incidents. Chief Loyer stated the township has a cost recovery program. Mr. Babosh inquired if there was any discussion of elected officials reducing their salaries for the 2011 Budget due to the economy. Supervisor White stated elected officials while in office cannot reduce their salaries. Mr. Babosh stated that is not correct according to an Attorney General ruling elected officials can be reduced. Supervisor White stated the elected officials are not overpaid. Clerk Wright stated he declined health insurance from the township. Mr. Fix had the following comments: congratulated the Board on the purchase of the new police and fire vehicles; concerned about adding employees in township but not replacing the police officers who will be retiring; and a breakdown of how the public safety tax millage is used. Supervisor White reviewed Public Safety Department loss in revenues in 2011 Budget due to loss taxable valuation; the decrease in officers due to the two retiring officers and reduction of overtime. Mr. Fix inquired what are residents receiving for the Public Safety Millage as compared to what would come from the General Fund. Supervisor White stated the service level will be the same and a Community Policing program has been added. Director McClanahan stated

the daily manpower will be five officers. Mr. Delaney gave information regarding other communities Motor Carrier Enforcement Units as a way to increase revenues. Director McClanahan stated the Traffic Enforcement Unit handles motor carrier enforcement and further stated, the Traffic Enforcement Unit is not driven by revenues. Trustee Hart suggested the Public Safety Committee explore motor carrier enforcement. Mr. Delaney suggested taxing non-residents a lake usage fee. Trustee Jahr stated the Board has previously discussed the lake and other sources of new revenue.

There being no further discussion, a motion was made to close the public hearing at 8:30 p.m.

Hart moved, Partridge seconded to close the public hearing. Carried.

Wright moved, Partridge seconded to open the public hearing to receive public comment on the 2010 Amended Special Revenue Fund Budgets and the 2011 Proposed Special Revenue Fund Budgets. Carried.

Supervisor White opened the public hearing at 8:31 p.m. stating the Special Revenue Funds generally reflect their purpose by their title. The following are the Special Revenue Funds: Community Development Block Grant (CDBG), Downtown Development Authority (DDA), Local Development Finance Authority (LDFA), Capital Improvement Fund, Federal Forfeiture Fund, State Forfeiture Fund, Landfill Fund, Belleville Area Museum, E-911 Service Fund, Bemis Road Special Assessment District (SAD) and Lohr Road SAD. Also, the consideration of approval of these funds the following is requested: revenue in excess of those noted shall be dedicated to fund balance and items not expensed shall revert to net income.

There were no comments or questions from the Board or audience.

There being no further discussion, a motion was made to close the public hearing at 8:34 p.m.

Hart moved, Partridge seconded to close the public hearing. Carried.

MINUTES: Wright moved, Partridge seconded to approve the Work Study Session Minutes of November 15, 2010 as presented. Carried.

Partridge moved, Wright seconded to approve the Closed Session Minutes of November 15, 2010 as presented. Carried.

Partridge moved, Ostrowski seconded to approve the Regular Board Meeting Minutes of November 16, 2010 as presented. Carried.

CORRESPONDENCE: Supervisor White stated the Board reviewed during Work Study the Pre-Application Class C Liquor License from Yankee Air Force Museum and found the application meritorious.

Clerk Wright read a correspondence from Paul Bostwick, absentee counting board election inspector, thanking the support of the Clerk's Office staff during the past election in November along with thanks to the other absentee counting board election inspectors.

Trustee Partridge stated she submitted to the Board members a rough draft of by-laws for a Cultural Commission and requested the Board members review over the holidays.

Oliver Segal, Senior Center former German Intern, announced the Senior Center short film "I Remember Yesterday" first screenings will be on December 15th at the Emagine Theater Canton at 7:00 p.m. and 7:30 p.m.

Chief Loyer stated Fire Lieutenant Gage, who also works for Brighton Area Fire Authority, was named as Oakland County Fire Prevention Society "Fire Inspector of the Year".

Mr. Taylor, a supporter of Mothers Against Drunk Drivers (MADD), reminded the Board and residents the dangers of drinking and driving and to have a safe and happy holiday season.

Service awards were given to the following employees: Lynette Jordan, Julie Jones and Alexander Schulz for 5 years of service and Douglas Doty, John Rose, Christina Harman, Judy Fields and Louis Keele for 15 years of service.

Supervisor White, on behalf of the Board of Trustees, thanked Director Swallow for his contribution to the Township during his years of service. Director Swallow stated this was a difficult decision and thanked the Board, his co-workers and residents.

UNFINISHED BUSINESS: Jahr moved, Hart seconded to approve the second reading for adoption of General Ordinance 11-16-10, to amend the General Code of Ordinances, Charter Township of Van Buren by repealing, Article IX of Chapter 86, Sections 86-451 through 86-524 of the Van Buren Township Code of General Ordinances and adopting Ypsilanti Community Utilities Authority (YUCA) Sewer Use Regulations. Roll Call Vote. Yeas: Wright, Budd, Hart, Jahr, Ostrowski, Partridge and White. Nays: None. Absent: None. Carried.

*(A copy of the synopsis of Ordinance 11-16-10 follows the minutes. Copies of the Ordinance may also be obtained in the Clerk's Office, Township Hall, 46425 Tyler Road during normal business hours.)

NEW BUSINESS: Wright moved, Partridge seconded to approve the 2010 Amended General Fund Budget, incorporating the following attachments: 1. Balance Sheet Modification Statement. 2. Salaried Employee Wage schedule. Also, A. Revenues in excess of those noted shall be dedicated to fund balance. B. Fiscal year line items, which are not expensed, with the exception of specified reserve line items, shall revert to net income. C. Approval of appendices noted above as part of the General Fund Budget. D. Revenue as "Tax Administrative Fee" is to continue as past practice. The allocated millage for the Township is 4.9144 mills, which represents .9144 mills for Township operations and 4.000 mills for Public Safety. E. Adoption by department total. F. December 14, 2010, approval supersedes prior resolutions. Carried.

Jahr moved, Partridge seconded to approve the 2011 Proposed General Fund Budget, incorporating the following attachments: 1. Balance Sheet Modification Statement. 2. Salaried Employee Wage schedule. Also, A. Revenues in excess of those noted shall be dedicated to fund balance. B. Fiscal year line items, which are not expensed, with the exception of specified reserve line items, shall revert to net income. C. Approval of appendices noted above as part of the General Fund Budget. D. Revenue as "Tax Administrative Fee" is to continue as past practice. The allocated millage for the Township is 4.9144 mills, which represents .9144 mills for Township operations and 4.000 mills for Public Safety. E. Adoption by department total. F. December 14, 2010, approval supersedes prior resolutions. Carried.

Jahr moved, Hart seconded to approve the 2010 Amended Special Revenue Fund Budgets [CDBG, DDA, LDFA, Capital Improvement Fund, Federal Forfeiture Fund, State Forfeiture Fund, Landfill Fund, Belleville Area Museum, 911 Service Fund, Bemis Road SAD and Lohr Road SAD] and each shall incorporate the following: A. Revenue in excess of those noted shall be dedicated to fund balance and B. Items not expensed shall revert to net income. Carried.

Jahr moved, Hart seconded to approve the 2011 Proposed Special Revenue Fund Budgets [CDBG, DDA, LDFA, Capital Improvement Fund, Federal Forfeiture Fund, State Forfeiture Fund, Landfill Fund, Belleville Area Museum, 911 Service Fund, Bemis Road SAD and Lohr Road SAD] and incorporating the following: A. Revenue in excess of those noted shall be dedicated to fund balance and B. Items not expensed shall revert to net income. Carried.

Hart moved, Partridge seconded to approve the 2010 Amended Water and Sewer Fund Budget and the 2011 Proposed Water and Sewer Fund Budget as presented. Carried.

Jahr moved, Hart seconded to approve the reappointments of Tom Kryza, Angela Netro and Juanita Jensen to the Board of Review with terms to expire December 31, 2012 and to approve the appointment of Loretta Speaks as alternate with term to expire December 31, 2012. Carried.

Partridge moved, Hart seconded to approve the appointments of Leon Wright as Board Representative, Marc Littleton, Kenneth J. Landstrom, Marie D. Krouse and Cathy Horste to the Van Buren Charter Township Cemetery Advisory Committee for a one year term to expire December 14, 2011. Carried.

Budd moved, Hart seconded to approve the reappointment of Carol Thompson to the Planning Commission with term to expire October 1, 2013. Carried.

Partridge moved, Ostrowski seconded to approve the appointment of Kenneth Guenther to the Planning Commission with term to expire October 1, 2013. Roll Call Vote. Yeas: White, Wright, Ostrowski and Partridge. Nays: Budd, Hart and Jahr. Absent: None. Carried.

Partridge moved, Ostrowski seconded to approve the reappointments of Karren Glass and Tom Kryza to the Board of Zoning Appeals with terms to expire December 1, 2013; to approve the change of Terissa Wardwell (current alternate) to full member status to the Board of Zoning Appeals with term to expire December 1, 2013; to approve the appointment of Tom DiPietro to the Board of Zoning Appeals with term to expire December 1, 2012; to approve the appointment of Edward Miller to the unfilled alternate position to the Board of Zoning Appeals with term to expire December 1, 2012 and to approve appointment of Amos Grissett to fill the alternate position vacated by Terissa Wardwell to the Board of Zoning Appeals with term to expire December 1, 2011. Carried.

Partridge moved, Wright seconded to adopt Resolution 2010-24 a local governing body resolution for charitable gaming license for Van Buren Public Schools Education Foundation recognizing the organization's nonprofit status. Carried.

Jahr moved, Partridge seconded to approve the Resolution 2010-25 the 2011 Fee Schedule [effective January 1, 2011]. Carried.

Hart moved, Wright seconded to approve Resolution 2010-26 Capital Improvements Plan for the years 2010-2015. Carried.

Wright moved, Jahr seconded to adopt Resolution 2010-27 and to authorize the Supervisor and Clerk to sign Michigan Department of Transportation (MDOT) annual permit for 2011. Roll Call Vote. Yeas: White, Wright, Budd, Hart, Jahr and Partridge. Nays: None. Absent: Ostrowski. Carried.

Partridge moved, Wright seconded to approve the letter of understanding between Van Buren Township and Police Officers Labor Council (POLC) and to allocate the funds necessary. Carried.

Hart moved, Ostrowski seconded to approve the [Ricoh Business Solutions bid for] Electronic Document Management and Imaging System [in the amount of \$33,980]. Carried.

Jahr moved, Wright seconded to accept the Treasurer's request to extend without penalty the collection of the 2010 Winter Property Taxes through Monday, February 28, 2011. Carried.

White moved, Ostrowski seconded to postpone (for further study to the January 11, 2011 Board of Trustees meeting) Resolution 2010-28 approving disposal of increased quantities of bio-solid materials for limited winter-time periods by Waste Management, Inc. at the Woodlands Meadows Recycling and Disposal Facility. Carried.

Jahr moved, Hart seconded to approve the Intergovernmental Agreement between the Charter Township of Van Buren and the City of Belleville for Emergency Dispatch and Lock Up Services and to authorize the Supervisor and Clerk to execute the one year agreement in the amount \$140,000 payable by the City of Belleville to Van Buren Township. Carried.

VOUCHER LIST: Wright moved, Partridge seconded to approve the December 14, 2010 voucher list as presented. Carried.

REPORTS: Supervisor White received and filed the October 2010 Budgetary Report.

ANNOUNCEMENTS: Supervisor White thanked the Supervisor's Office, Treasurer's Office, Clerk's Office and Department Directors for their assistance in preparing the budget.

Clerk Wright announced the Township Administrative Offices will be closed on Friday, December 24th, Monday, December 27th for the Christmas Holiday and on Friday, December 31st and Monday, January 3rd for the New Year Holiday. The next Board of Trustees Meeting will be on January 11th and Work Study on January 10th respectively, noting there is only one Board of Trustees Meeting held in the month of January.

AUDIENCE (Non-Agenda Items): Comments were made from 11:25 p.m. to 11:46 p.m. by the Board and audience regarding the following topics as follows: Travel budget policy for board members, health update on Director Ross, dog pound, board members and Public Safety Department administrative issues concerning the dog pound.

CLOSED SESSION: None.

The Board of Trustees wished everyone Happy Holidays.

ADJOURNMENT: Partridge moved, Wright seconded to adjourn at 11:46 p.m. Carried.

Respectfully submitted,

Leon Wright
Township Clerk

Date: _____.

Paul D. White
Township Supervisor

Approved: _____.